



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

IN-SERVICE TRAINING SUPERVISOR

Job Number: 20001729

Job Code: 93140V000101

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the work of others and personally analyzes agency's in service training needs. Develops, conducts and evaluates in service training programs; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of professional experience in planning, coordinating or conducting staff development and training courses, personnel administration and/or teaching.

Substitute EDUCATION for EXPERIENCE:

Graduate study in psychometrics, industrial relations, psychology, statistics, adult education or a related field will substitute for the required experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Additional experience in the above areas will substitute for the required education on the basis of one year of experience for two years of education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Assigns and reviews the work of other trainees. Designs integrated programs of specialized training courses. Develops multi media presentations. Assists and advises artists in the preparation of training material. Develops course analyses. Evaluates new training aids for inclusion into existing training programs. Conducts surveys to assess training needs by state agencies. Designs evaluation and assessment instruments and procedures. Writes lesson plans using lecture, group discussion, demonstration, role playing and other techniques. Secures outlines of existing programs for integration into programs based on tryout results. Conducts on going program evaluations. Provides consultant services to clients, analyzes performance problems and recommends solutions. Evaluates courses and training materials offered by outside vendors such as colleges, universities and others. Personally conducts on going training courses.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting. Occasional travel may be required.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.